**Assignment**

**Evaluation: 01 Digital Basics Rubric**

* **Create an example of each type of basic digital technique**
  + 1. **inserted**
       - **a document**
       - **an image**
       - **a snip**
    2. **embedded a video - HTML code**
    3. **linked a file or web page or email address**
    4. **copy/cut/pasted text**
    5. **converted document to pdf**
       - **convert a pdf to an editable form**
* **Label each type example.**
* **1) Insert a document -**

**What Are Web 2.0 Tools?**

* + **Write a 1 page, double spaced, Times New Roman, 12 pt, Normal 1" margins with Reference page that includes APA 6.0 style format citations "reference paper" that answers the question.**

**Word Document Template**

**[What are Web 2.0 Tools document template.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/What%20are%20Web%202.0%20Tools%20document%20template.docx/611865927/What%20are%20Web%202.0%20Tools%20document%20template.docx)**

[**What are Web 2.0 Tools document template.docx**](https://edu310summer12017technologyineducation.wikispaces.com/file/view/What%20are%20Web%202.0%20Tools%20document%20template.docx/611865927/What%20are%20Web%202.0%20Tools%20document%20template.docx)

* [**Details**](https://edu310summer12017technologyineducation.wikispaces.com/file/detail/What%20are%20Web%202.0%20Tools%20document%20template.docx)
* [**Download**](https://edu310summer12017technologyineducation.wikispaces.com/file/view/What%20are%20Web%202.0%20Tools%20document%20template.docx/611865927/What%20are%20Web%202.0%20Tools%20document%20template.docx)
* **18 KB**

**1) Go to wikispaces.com and login to your wiki.**

**2) Go to the 01 Digital Basics page.**

**3) Click the EDIT button. Make sure the cursor is where on the page you want to put the file.**

**4) Click the FILE button.**

**5) Click the +Upload Files button.**

**6) Browse to find the file.**

**7) Click to Upload the file. Wait until the file upload is completed.**

**Note: If you want to insert the file as it is, then double click on the name. The file will be directly on the wiki page.**

**CLOSE this window.**

**OR**

**8) You should be back at the EDIT toolbar. Click on Link button.**

**9) Click on Page or File Link. Name the Link Text. Check New Window box. WIKI should be on the one you logged into.**

**10) Click in the PAGE NAME box to get the cursor in the box.**

**11) Scroll to find the file your just uploaded.**

**12) Click on it.**

**13) Click on ADD LINK.**

**14) Save the page.**

* **1) Insert an image - .jpg file**

****

**1) Find an IMAGE.**

**2) Save to the Desktop.**

**3) Go to wikispaces.com and login to your wiki.**

**4) Go to the 01 DTP Basics page. Make sure the cursor is placed where you want the image.**

**5) Click the EDIT button. Make sure the cursor is where on the page you want to put the image.**

**6) Click the FILE button**

**7) Click the +Upload Files button.**

**8) Browse to find the image file.**

**9) Click to on the image to upload the file. Wait until the file upload is complete.**

**10) Double Click on the image name. The image will be directly inserted on the wiki page.**

**11) Save.**

* **1) Add a SNIPPED image.**

**1) Find an IMAGE. (Can be a picture or web page.)**

**2) Go to Start, then All Programs, then Accessories, then Snipping Tools. (This could be on the Taskbar on the bottom of the Desktop).**

**3) Click Snipping Tool.**

**4) Click NEW button. (Choose a Rectangular Snip.)**

**5) Crop/Highlight the part of the image you want to use. (The picture will be "greyed out")**

**6) Click SAVE AS to the Desktop. Rename if desired.**

**7) Go to wikispaces.com and login to your wiki.**

**8) Go to the 01 DTP Basics page.**

**9) Click the EDIT button. Make sure the cursor is where on the page you want to put the image.**

**10) Click the FILE button**

**11) Click the +Upload Files button.**

**12) Browse to find the image file.**

**13) Click to Upload the file. Wait until the file upload is completed.**

**Note: If you want to insert the image as it is, then double click on the image. The image will be directly on the wiki page.**

**CLOSE this window.**

**14) You should be back at the EDIT toolbar. Click on Link button.**

**15) Click on Page or File Link. Name the Link Text. Check New Window box. WIKI should be on the one you logged into.**

**16) Click in the PAGE NAME box to get the cursor in the box.**

**17) Scroll to find the file your just uploaded.**

**18) Click on it.**

**19) Click on ADD LINK.**

**20) Save the page.**

**This will insert a link to the picture.**



* **2) Embed a Video Example: Video from YouTube**

**1) Go to** [**YouTube.com**](http://www.youtube.com)**. Find an education-related video.**

**2) Click on the SHARE link, then the EMBED link.**

**3) Highlight the EMBED CODE and right click to copy it.**

**4) Go to wikispaces.com and login to your wiki.**

**5) Go to the 01 Digital Basics page.**

**6) Click the EDIT button. Make sure the cursor is where on the page you want to put the video.**

**7) Click the WIDGET button.**

**8) Click the Video button. Click on the YouTube button.**

**9) Click in the box to get the cursor in. Then right click.**

**10) Click Paste to EMBED the copied code into the box.**

**11) Label example.**

**12) Click SAVE.**

**Example:**

* **3) Add a Link Example:**

**1) Go to** [**YouTube.com**](http://www.youtube.com)**. Find an education-related video.**

**2) Click on the SHARE link.**

**3) Highlight the URL and right click to copy it.**

**4) Go to wikispaces.com and login to your wiki.**

**5) Go to the 01 Digital Basics page.**

**6) Click the EDIT button. Make sure the cursor is on the page where you want the video to be placed.**

**7) Click the LINK button.**

**8) Click the Web Address button. Enter the Link Text that you want to use. Check the New Window box.**

**9) Right click in the Address box to get the cursor in it. Then right click again.**

**10) Click Paste to enter the copied URL into the box.**

**11) Click Add Link.**

**12) Label the example.**

**13) Click SAVE.**

**Example:** [**Youtube**](http://youtu.be/_A-ZVCjfWf8)

* **4) Cut/copy/paste a block of text from a document**

**Save WORD DOC 01 to your desktop. This is the ORIGINAL copy.**

**Original** **file - WORD DOC 01**

[WORD Document 1.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/WORD%20Document%201.docx/611931849/WORD%20Document%201.docx)

[WORD Document 1.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/WORD%20Document%201.docx/611931849/WORD%20Document%201.docx)

* [Details](https://edu310summer12017technologyineducation.wikispaces.com/file/detail/WORD%20Document%201.docx)
* [Download](https://edu310summer12017technologyineducation.wikispaces.com/file/view/WORD%20Document%201.docx/611931849/WORD%20Document%201.docx)
* 13 KB

**Go to SAVE AS and save that file as WORD DOC 02. This is the WORKING copy on WORD DOC 02 -**

**1) At the beginning of any section of text left-click and hold to get the cursor placed.**

**2) Continue to hold until a block of text has been highlighted. Release.**

**3) Right click on the highlighted text block and choose CUT.**

**4) Click the cursor to place it at the bottom of the MS Word document.**

**5) Right click and choose PASTE.**

**6) At the beginning of another section of text left-click and hold to get the cursor placed.**

**7) Continue to hold until a block of text has been highlighted. Release.**

**8) Right click on the highlighted text block and choose COPY.**

**9) Click the cursor to place it at the bottom of the MS Word document.**

**10) Right click and choose PASTE.**

**11) Link both files to your 01 Digital Basics page. Remember to label.**

**12) Save the page.**

**Example:**

[WORD Document 2.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/WORD%20Document%202.docx/611931919/WORD%20Document%202.docx)

[WORD Document 2.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/WORD%20Document%202.docx/611931919/WORD%20Document%202.docx)

* [Details](https://edu310summer12017technologyineducation.wikispaces.com/file/detail/WORD%20Document%202.docx)
* [Download](https://edu310summer12017technologyineducation.wikispaces.com/file/view/WORD%20Document%202.docx/611931919/WORD%20Document%202.docx)
* 13 KB

**Copy/Cut/Paste file - WORD DOC 02**

* **5) Convert a document to a .pdf file**

**Go to**

**2) Save the file as a .pdf file instead of a .doc or .docx file.**

**Suggestion: Save file to Desktop or a designated folder to easily find it. Can rename or remove later, if desired.**

**3) Do a SAVE AS. In the SAVE as TYPE: box, choose .pdf from the drop down box.**

**4) Go to wikispaces.com and login to your wiki.**

**5) Click the EDIT button on the 01 Digital Basics page.**

**Make sure the cursor is where you want.**

**6) Click the FILE button.**

**7) Click the +Upload Files button.**

**8) Browse to find the .pdf file.**

**9) Click to Upload the file. Wait until the file upload is completed.**

**10) CLOSE this window.**

**11) You should be back at the EDIT toolbar. Click on Link button.**

**12) Click on Page or File Link. Name the Link Text. Check New Window box. WIKI should be on the one you logged into.**

**13) Click in the PAGE NAME box to get the cursor in there.**

**14) Scroll to find the file your just uploaded.**

**15) Click on it. It will takes a few seconds to load.**

**16) Click on ADD LINK.**

**Be sure to link BOTH - the Word document and the pdf of that document.**

**17) Label both links.**

**18) Save the page.**

***Word Document Example: These look different from a picture image because it is a text file.***

**Editing will be possible when saved to computer.**

[Group Picture.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/Group%20Picture.docx/611937031/Group%20Picture.docx)

[Group Picture.docx](https://edu310summer12017technologyineducation.wikispaces.com/file/view/Group%20Picture.docx/611937031/Group%20Picture.docx)

* [Details](https://edu310summer12017technologyineducation.wikispaces.com/file/detail/Group%20Picture.docx)
* [Download](https://edu310summer12017technologyineducation.wikispaces.com/file/view/Group%20Picture.docx/611937031/Group%20Picture.docx)
* 32 KB

***Converted PDF of the Word Document***

**Editing will NOT be possible when save to computer.**

**[Group Picture.pdf](https://edu310summer12017technologyineducation.wikispaces.com/file/view/Group%20Picture.pdf/611937035/Group%20Picture.pdf)**

[**Group Picture.pdf**](https://edu310summer12017technologyineducation.wikispaces.com/file/view/Group%20Picture.pdf/611937035/Group%20Picture.pdf)

* [**Details**](https://edu310summer12017technologyineducation.wikispaces.com/file/detail/Group%20Picture.pdf)
* [**Download**](https://edu310summer12017technologyineducation.wikispaces.com/file/view/Group%20Picture.pdf/611937035/Group%20Picture.pdf)
* **104 KB**

**Formatting of a pdf can not be changed except in a program like Adobe Acrobat or a pdf generator. An example is** [**pdfescape.com**](https://edu310summer12017technologyineducation.wikispaces.com/pdfescape.com)

* **5) Convert a pdf to an editable form. EXTRA CREDIT! OPTIONAL!**

**1) Insert an Attendance Record table in a MS Word document.**

* + **Add rows and columns. Adjust as necessary.**
  + **Add labels to the rows - Students' Names and columns - 5 consecutive dates.**
  + **Save as a .docx**
  + **Save as a .pdf**

**2) Go to** [**pdfescape.com**](http://www.pdfescape.com) **You do not have to create an account. You can use this Web 2.0 Tool for free.**

* + **Upload your .pdf**
  + **Choose Form Field to be able to add check boxes, radio buttons, text boxes, etc. to the form.**
  + **Save.**
  + **Link to your DTP.**

**Make sure to label each example.**

**Post these products to your Digital Technology Portfolio page.**